

## AGENDA BILL

Beaverton City Council  
Beaverton, Oregon

**SUBJECT:** Contract Award-Community Development  
Block Grant-Recovery Head Start Window  
Replacement

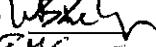

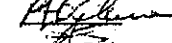

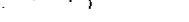
**FOR AGENDA OF:** 9/13/11 **BILL NO:** 11157

**Mayor's Approval:** 

**DEPARTMENT OF ORIGIN:** CDD 

**DATE SUBMITTED:** 08/30/11

**CLEARANCES:**

City Attorney	
CAO	
Finance	
Planning	
Purchasing	

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** 1. Proposed Budget  
2. Bid Summary

### **BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$49,000	BUDGETED \$57,712.63	REQUIRED \$0

Account No. 106-70-6101-381, (Community Development Block Grant Fund – Recovery Funds – Building Expense)

### **RECOMMENDED ACTION:**

City Council, acting as Contract Review Board, to authorize a \$49,000 contract with DGS General Construction Inc. to install new, energy-efficient windows and doors at the City-owned Head Start facility located at 12835 SW Longhorn Lane, Beaverton, Oregon.

### **HISTORICAL PERSPECTIVE:**

In 2004, the City used a \$752,000 Section 108 loan from the US Department of Housing and Urban Development to purchase a child care center located at 12835 SW Longhorn Lane to serve as a Head Start facility for low-income Beaverton children. Community Action Organization of Washington County rents the building and provides the program services at this location. All rental income is used to maintain the building and repay the loan.

In July 2009, the City received \$164,057 in CDBG-Recovery (CDBG-R) as part of the American Recovery and Reinvestment Act (ARRA). Of this funding, \$139,440 was set aside to install energy-efficiency upgrades at the Head Start location. To date, new insulated ceiling tiles and new HVAC equipment have been installed.

### **INFORMATION FOR CONSIDERATION:**

The City budgeted \$58,227.13 in CDBG-R funds for energy-efficient upgrades at the Head Start location during the current fiscal year. A request for bid for the installation of new windows at the Head Start facility was published in the *Daily Journal of Commerce* on July 19, 2011 and July 20, 2011. Thirteen firms attended the mandatory pre-bid meeting on July 29, 2011. Two bids were received on August 23, 2011, and DGS General Construction Inc. was the lowest responsible bidder with a bid of \$49,000. The proposed contract total includes the estimated cost of permits. Staff reviewed the qualifications and references of DGS General Construction Inc. and finds they are qualified to perform the work.

proposed contract total includes the estimated cost of permits. Staff reviewed the qualifications and references of DGS General Construction Inc and finds they are qualified to perform the work.

Staff recommends that the Council, acting as the Contract Review Board, award this contract because it is likely the contract may exceed \$50,000. Although the bid came in at \$49,000, staff anticipates that change orders may be required once the contractor opens up the walls due to unforeseen issues such as structural, moisture or pest damage that would need to be addressed prior to the new windows being installed. The amount of change orders would be capped at \$8,713 as that is the remaining CDBG-R federal grant funding that has been allocated for this phase of the project.

**EXHIBIT 1**

**Proposed Budget**

**Lump Sum Bid:**

**\$49,000**

CITY OF BEAVERTON  
**BID SUMMARY**  
 HEAD START WINDOW UPGRADE PROJ #2594-12

TO: Mayor & City Council  
 FROM: Purchasing Division

SUBJECT: Bid Opening

Bids were opened on AUGUST 23, 2011 at 2:00 PM in the FINANCE CONFERENCE ROOM

Witnessed by: Andrea Nelson

VENDOR NAME CITY, STATE	Acknowledge Addenda	Attend Mandatory Pre-Bid Mtg	Const. Sch.	Bidder Responsibility Form	GRAND TOTAL BID AMOUNT
DGS GENERAL CONSTRUCTION					
WOODBURN, OR	X	X	X	X	\$ 49,000.00
INTERWEST					
HILLSBORO, OR	X	X	X	X	\$ 68,961.00

The Purchasing process has been confirmed.

Signed: Andy L. Murphree  
 Purchasing Division-Finance Dept.

The above amounts have been checked: YES NO

Date: 8/23/11